

Adopted Changes to General Schedules June 2015

1. Prior: Agency is known as the Bureau of Purchases

Change: All references to agency changed to Division of Purchases

Rationale: To comply with current title of this agency

2. Prior:

General Schedule Number: 1 **Vendor Series**

1 REQUISITIONS, RFP, BIDS, & PURCHASE ORDERS

Forms approved by Bureau of Purchases to requisition services, commodities or equipment.

Agency of Record: Bureau of Purchases

Date Adopted: 10/23/2008 **Obsolete or Current:** O **Disposal:** D

Retention of Record Copy: 7

Retention of Copies: 3

Change:

General Schedule Number: 1 **Vendor Series**

1 BIDS, REQUISITIONS, & PURCHASE ORDERS

Prices submitted by vendors; prices received on special commodities; requisitions.

Agency of Record: Division of Purchases

Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D

Retention of Record Copy: 7

Retention of Copies: 3

Rationale: Change title and description to match the schedule update submitted by the Division of Purchases

3. Prior:

General Schedule Number: 1 **Vendor Series**

3 DELIVERY SLIPS

Contents duplicated on third copy of purchase order.

Agency of Record: Creating Agency

Date Adopted: 12/7/1990 **Obsolete or Current:** O **Disposal:** D

Retention of Record Copy: 3

Retention of Copies: Not Applicable

Change:

3 DELIVERY SLIPS

Confirmation of delivered materials. (Previously kept as contents duplicated on third copy of purchase order).

Agency of Record: Creating Agency

Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D

Retention of Record Copy: 3

Retention of Copies: Not Applicable

Rationale: Change description to reflect change in how forms are used. Delivery receipts are still kept but purchase orders are no longer kept in triplicate.

4. Prior:

General Schedule Number: 1 **Vendor Series**

6 EXPENSE ACCOUNTS ET AL

Expense accounts, utility bills, Cell Phone billing, Blue Cross Blue Shield bills and inter-departmental bills.

Agency of Record: Accounts & Control
Date Adopted: 12/7/1990 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 7
Retention of Copies: 3

Change:

General Schedule Number: 1 **Vendor Series**

6 EXPENSE ACCOUNTS ET AL

Expense accounts, utility bills, cell phone billing, health insurance bills and inter-departmental bills.

Agency of Record: Accounts & Control
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 7
Retention of Copies: 3

Rationale: Change description to reflect change in insurance carrier. Leave as generic "health insurance."

5. Prior:

General Schedule Number: 1 **Vendor Series**

7 CORRESPONDENCE

Incoming or outgoing correspondence or memo relating to the vendor series.

Agency of Record: Creating agency
Date Adopted: 12/7/1990 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: Not Applicable

Change:

General Schedule Number: 1 **Vendor Series**

7 VENDOR SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to the vendor series.

Agency of Record: Creating agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: Not Applicable

Rationale: Add Series name to title. Update the series description to reflect the majority of correspondence by email.

6. Prior:

General Schedule Number: 1 **Vendor Series**

8 CONTRACTS

Contracts with vendors for services.

Agency of Record: Bureau of Purchases
Date Adopted: 12/7/1990 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 7
Retention of Copies: 3

Change:

8 CONTRACTS AND RFP's

Contracts for services performed by non-state agencies.

Agency of Record: Division of Purchases
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 7
Retention of Copies: 3

Rationale: Title and description change to match schedule update submitted by Division of Purchases

7. Prior:

General Schedule Number: 1 **Vendor Series**

16 CREDIT CARD RECEIPTS

Receipts documenting use of State-issued employee credit cards.

Agency of Record: individual agencies
Date Adopted: 10/31/2002 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 7
Retention of Copies: n/a

Change:

16 PROCUREMENT CARD RECEIPTS

Receipts documenting use of State-issued employee procurement cards.

Agency of Record: individual agencies
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 7
Retention of Copies: n/a

Rationale: Change title and description to use appropriate terminology.

8. Prior:

General Schedule Number: 2 **Accounting Series**

1 REQUISITIONS/RFP/BIDS/PURCHASE ORDERS/OPEN MARKETS/CONTRACT RELEASES

Forms approved by Bureau of Purchases to requisition services, commodities or equipment.

Agency of Record: Bureau of Purchases
Date Adopted: 3/11/1991 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 7
Retention of Copies: 3

Change: Remove from the Accounting Series.

Rationale: This is part of the Vendor Schedule and is listed as Series 1 under the Accounting Series along with Encumbrance Ledger (also listed as Series 1)

9. Prior:

General Schedule Number: 2 **Accounting Series**

9 CORRESPONDENCE

Incoming or outgoing correspondence relating to accounting series.

Agency of Record: Creating Agency
Date Adopted: 9/20/1989 **Obsolete or Current:** O **Disposal:** D

Retention of Record Copy: 3
Retention of Copies: Not Applicable

Change:

9 ACCOUNTING SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to accounting series.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: Not Applicable

Rationale: Add Series name to title. Update the series description to reflect the majority of correspondence by email.

10. Prior:

General Schedule Number: 2 **Accounting Series**

10 ACCOUNTING SERIES

Audit reports for a given fiscal year or period.

Agency of Record: Dept. of Audit
Date Adopted: 4/12/2000 **Obsolete or Current:** O **Disposal:** A
Retention of Record Copy: 3
Retention of Copies: 3

Change:

11 ACCOUNTING SERIES

Audit reports for a given fiscal year or period.

Agency of Record: Dept. of Audit
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** A
Retention of Record Copy: 3
Retention of Copies: 3

Rationale: Change series number to 11 since there is a duplicate series 10 (Project Tracking Documents).

11. Prior:

General Schedule Number: 3 **Payrolls & Authorizations**

6 TIME SLIPS

Original weekly time slips signed by employee indicating amount of time worked, vacation, sick leave and overtime. Retain last audited year through current State audit.

Agency of Record: Creating Agency
Date Adopted: 9/20/1989 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: Not Applicable

Change:

6 MS TAMS

Weekly online time and attendance record completed and electronically signed by employee and verified by supervisor showing hours worked, vacation, sick leave and overtime. Retain last audited year through current State audit.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: Not Applicable

Rationale: Title and description change to reflect the digital recording of timesheets.

12. Prior:

General Schedule Number: 4 Income Series

7 CORRESPONDENCE

Incoming and outgoing correspondence or memo relating to income series.

Agency of Record: Creating Agency
Date Adopted: 9/20/1989 Obsolete or Current: O Disposal: D
Retention of Record Copy: 3
Retention of Copies: Not Applicable

Change:

7 INCOME SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to income series.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 Obsolete or Current: C Disposal: D
Retention of Record Copy: 3
Retention of Copies: Not Applicable

Rationale: Add Series name to title. Update the series description to reflect the majority of correspondence by email.

13. Prior:

General Schedule Number: 5 Budget Series

3 CORRESPONDENCE

Incoming or outgoing correspondence or memo relating to budget series.

Agency of Record: Creating Agency
Date Adopted: 2/19/1986 Obsolete or Current: O Disposal: D
Retention of Record Copy: 4
Retention of Copies: Not Applicable

Change:

3 BUDGET SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to budget series.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 Obsolete or Current: C Disposal: D
Retention of Record Copy: 4
Retention of Copies: Not Applicable

Rationale: Add Series name to title. Update the series description to reflect the majority of correspondence by email.

14. Prior:

General Schedule Number: 8 Inventory Series

6 CORRESPONDENCE

Incoming or outgoing correspondence relating to inventory series. Destroy with quarterly reports.

Agency of Record: Creating Agency
Date Adopted: 6/21/1985 Obsolete or Current: O Disposal: D
Retention of Record Copy: 5
Retention of Copies: Not Applicable

Change:

6 INVENTORY SERIES CORRESPONDENCE

Incoming or outgoing correspondence in any media format relating to inventory series. Destroy with quarterly reports.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 5
Retention of Copies: Not Applicable

Rationale: Add Series name to title. Update the series description to reflect the majority of correspondence by email.

15. Prior:

General Schedule Number: 9 **Records Management Series**

1 APP. FOR AUTHORIZATION FOR RECORDS CENTER USE CARD

Application for issuance of Records Center Access Cards.

Agency of Record: Records Management Services
Date Adopted: 1/25/1989 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 5
Retention of Copies: 2

Change:

1 AUTHORIZATION FOR RECORDS CENTER USE CARD AND DESIGNATION OF RECORDS OFFICERS

Application for issuance of Records Center Access Cards including designating Records Officers and Assistant Records Officers for various State agencies.

Agency of Record: Records Management Services
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 5
Retention of Copies: 2

Rationale: Change title and description to match form procedure. This information is collected on the same application and should be kept for the same amount of time.

16. Prior:

General Schedule Number: 9 **Records Management Series**

3 DESIGNATION OF DEPARTMENTAL RECORDS OFFICERS

Form designating Records Officers and Assistant Records Officers for various State agencies.

Agency of Record: Records Management Services
Date Adopted: 1/25/1989 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 2
Retention of Copies: 2

Change: Remove Series #3.

Rationale: This series is obsolete. This form is now part of the Records Center Use Card form.

17. Prior:

General Schedule Number: 9 **Records Management Series**

7 RECORDS MANAGEMENT EXPENDITURE REQUEST, MSA/RM 94

Used by State agencies to confirm that records have been scheduled before purchase of filing equipment, microfilming equipment, etc.

Agency of Record: Records Management Services
Date Adopted: 1/25/1989 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 5
Retention of Copies: 2

Change: Remove Series #7

Rationale: This information is no longer collected. The schedule has been made obsolete.

18. Prior:

General Schedule Number: 9 **Records Management Series**

9 TRANSMITTAL OF RECORDS, MSA 33, AND CONTINUATION

Record of boxes accepted for Records Center storage and their contents. Retention periods counted from disposal of last box on each sheet.

Agency of Record: Records Management Services
Date Adopted: 1/25/1989 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 10
Retention of Copies: 2

Change:

9 TRANSMITTAL OF RECORDS, MSA 33, AND CONTINUATION

Record of boxes accepted for Records Center storage and their contents. Retention periods counted from disposal of last box on each sheet.

Agency of Record: Records Management Services
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 5
Retention of Copies: 2

Rationale: Change retention period to 5 years to match Maine State Archives schedule

19. Prior:

General Schedule Number: 9 **Records Management Series**

10 REQUEST FOR REFERENCE SERVICE, MSA 70

Request for reference service from State Records Center. Agency copy may be destroyed as soon as records are returned to Records Center.

Agency of Record: Records Management Services
Date Adopted: 1/25/1989 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 6
Retention of Copies: Contingent Upon Event - See Description

Change:

10 REQUEST FOR REFERENCE SERVICE, MSA 70

Request for reference service from State Records Center. Agency copy may be destroyed as soon as records are returned to Records Center.

Agency of Record: Records Management Services
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 2
Retention of Copies: Contingent Upon Event - See Description

Rationale: Change retention period to 2 years to match Maine State Archives schedule

20. Prior:

General Schedule Number: 10 Personnel Series

1 EMPLOYEE PERSONNEL RECORDS

Applications, salary history, performance appraisals, job histories, leave authorizations, exam results, termination documents, related documents and correspondence. Agency personnel folder is to be sent to new employing agency whenever a State employee is transferred/promoted/restored to service. When employee separates from State service, last employing agency will retain complete personnel folder 4 years. Documents that would provide proof of State service (such as job history, salary history, etc.) may not be destroyed unless agency Personnel Officer has verified that information is duplicated in employee's Bureau of Human Resources file. If information is not so duplicated, document must be transferred to Bureau of Human Resources before remainder of file can be destroyed. Note: If collective bargaining contract requires that disciplinary documents be destroyed earlier than described above, the contract shall be followed.

Agency of Record: Bureau of Human Resources
Date Adopted: 12/18/2001 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 60
Retention of Copies: 4

Change:

1 EMPLOYEE PERSONNEL RECORDS

Applications, salary history, job histories, leave authorizations, termination documents, related documents and correspondence. Note: If collective bargaining contract requires that disciplinary documents be destroyed earlier than described above, the contract shall be followed.

Agency of Record: Bureau of Human Resources
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 60
Retention of Copies: 4

Rationale: Per Bureau of Human Resources, the description needs to change. The section removed from series #1 will then form a new series entitled Personnel Performance Forms – Record of Employee Performance.

21. Prior:

General Schedule Number: 10 Personnel Series

3 REQUISITION FOR EMPLOYEE

Requisition for employee forms; registers (job referral lists); structured interview materials; related correspondence. Agency copy may be destroyed after 1 year unless grieved. If grieved, destroy 3 years after resolution of grievance.

Agency of Record: Bureau of Human Resources
Date Adopted: 3/8/1990 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: 1

Change:

3 REQUISITION FOR EMPLOYEE

Requisition for employee forms; registers (job referral lists); structured interview materials; related correspondence. Destroy after 1 year unless grieved. If grieved, destroy 3 years after resolution of grievance.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: See Description
Retention of Copies: N/A

Rationale: Change Agency of Record to Creating Agency per Bureau of Human Resources.

22. Prior:

General Schedule Number: 10 **Personnel Series**

4 CLASS SPECIFICATIONS (NOT APPEALED)

Class definition; representative tasks; knowledges and abilities; qualifications; exam plan. Replace active classes whenever changes are made. Retain abolished classes 5 years (BHR only).

Agency of Record: Bureau of Human Resources
Date Adopted: 3/8/1990 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 5
Retention of Copies: Destroy When Updated

Change:

4 CLASS SPECIFICATIONS (NOT APPEALED)

Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work content (FJA-1), Bulletin Announcement, PER-50, and related documents and correspondence. Also JA-20 and cover form to FJA-1 material.

Agency of Record: Bureau of Human Resources
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 30
Retention of Copies: Destroy When Updated

Rationale: This is the current retention time and description in the BHR schedules

23. Prior:

General Schedule Number: 10 **Personnel Series**

5 CLASS SPECIFICATIONS (APPEALED)

Class definition; representative tasks; knowledges and abilities; qualifications; exam plan. Agencies are not responsible for maintaining appeal materials.

Agency of Record: Bureau of Human Resources
Date Adopted: 3/8/1990 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 40
Retention of Copies: Destroy When Updated

Change:

5 CLASS SPECIFICATIONS (APPEALED)

Records are set up for each class or position. Included in the records are: Job Spec, Admin Report of Work content (FJA-1), appeals and award decisions, Bulletin Announcement, PER-50, and related documents and correspondence. Also JA-20 and cover form to FJA-1 material. Agencies are not responsible for maintaining appeal materials.

Agency of Record: Bureau of Human Resources
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 40
Retention of Copies: Destroy When Updated

Rationale: This is the current description in the BHR schedules

24. Prior:

General Schedule Number: 10 **Personnel Series**

7 POSITION DETAIL RECORD

Computer-generated history of each position in State service. Shows current and previous incumbents, salary scale, and classification. Paper copy of PDR may be destroyed whenever an update is printed. Bureau of Human Resources shall delete position from disk file 5 years after position is abolished.

Agency of Record: Bureau of the Budget
Date Adopted: 11/6/2002 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: Destroy When Updated

Change:

7 POSITION DETAIL RECORD

Computer-generated history of each position in State service. Shows current and previous incumbents, salary scale, and classification.

Agency of Record: Bureau of the Budget
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 3
Retention of Copies: Destroy When Updated

Rationale: Update description per BHR

25. Prior:

General Schedule Number: 10 **Personnel Series**

9 WORKERS COMPENSATION FILES FOR STATE EMPLOYEES

Employer's First Report of Occupational Injury, Employee's Report of Injury, Supervisor's Report of Injury, Wage Statements, Medical Release Forms, Employer's Supplemental Report, Memorandum of Payment or Notice of Controversy Form, Informal Conference Report, Medical Reports and related correspondence. Although the Bureau of Human Resources is the agency of record, most documents are actually held by the agency employing the individual worker. The full retention period should be applied to these documents.

Agency of Record: Bureau of Human Resources
Date Adopted: 3/8/1990 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 13
Retention of Copies: n/a

Change: Agency of Record: Office of Employee Health and Benefits – Workers Compensation Division

Rationale: Update Agency of Record per BHR

26. Prior:

General Schedule Number: 10 **Personnel Series**

13 Job Interview Packs

All structured interview materials and related correspondence.

Agency of Record: Creating agency
Date Adopted: 10/23/2008 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: 4
Retention of Copies: N/A

Change:

13 Job Interview Packs

This is all materials prepared and collected for the actual interview process. This is separate from the materials in Series 10 Direct Hire Applications. This includes all structured interview materials and related correspondence.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 4
Retention of Copies: N/A

Rationale: Revise description to alleviate confusion between Series 10 and Series 13. Correct capitalization under Agency of Record.

27. Change – Add New Series

General Schedule Number: 10 **Personnel Series**

14 Personnel Performance Forms – Record of Employee Performance

Agency personnel folder is to be sent to new employing agency whenever a State employee is transferred/promoted/restored to service. When employee separates from State service, last employing agency will retain complete personnel folder 4 years. Documents that would provide proof of State service (such as job history, salary history, etc.) may not be destroyed unless agency Personnel Officer has verified that information is duplicated in employee's Bureau of Human Resources file. If information is not so duplicated, document must be transferred to Bureau of Human Resources before remainder of file can be destroyed.

Agency of Record: Creating agency
Date Adopted: **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 4
Retention of Copies: N/A

28. Prior:

General Schedule Number: 11 **MFASIS REPORTS**

1 COMPUTER PRINTOUTS GENERATED BY MFASIS SYSTEM

Informational printouts provided to state agencies by MFASIS system. Destroy when superseded by more current information--in no case should an MFASIS report be retained longer than the record series to which the report relates (see General Schedules 1 - 10).

Agency of Record: Creating Agency
Date Adopted: 3/11/1991 **Obsolete or Current:** O **Disposal:** D
Retention of Record Copy: Destroy When Updated
Retention of Copies: Not Applicable

Change:

General Schedule Number: 11 **MFASIS-HR REPORTS**

1 REPORTS GENERATED BY MFASIS SYSTEM

The Maine Financial and Administrative Statewide Information System (MFASIS-HR) is a biweekly payroll/personnel/position control system that supports all employees in all branches of state government. MFASIS-HR provides flexible functionality for state human resources and payroll administrators and assures conformity to state and federal financial and legal requirements. MFASIS-HR is comprised of four major subsystems: Human Resources – Personnel; Payroll; Position Control; and Benefits Administration. Destroy when superseded by more current information--in no case should an MFASIS report be retained longer than the record series to which the report relates (see General Schedules 1 - 10).

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: Destroy When Updated

Retention of Copies:

Not Applicable

Rationale: Update title to match current name on website. Update description to give more information on what the MFASIS system actually is. Remove the reference to printed material.

29. Rewrite GS 13 – State Agency Correspondence

Prior:**General Schedule Number: 13 STATE AGENCY CORRESPONDENCE****1 COMMISSIONER'S CORRESPONDENCE**

Official correspondence of departmental commissioner or other state agency head, not filed as part of another approved record series. Note: Each department has the option of retaining its commissioner's correspondence on site for longer than 2 years, and may store such correspondence at the State Records Center for a predetermined period if the agency wishes to retain official custody. Records Center storage requires prior arrangement with the Division of Records Management Services.

Agency of Record: Creating Agency**Date Adopted:** 2/23/1993 **Obsolete or Current:** O **Disposal:** A**Retention of Record Copy:** 2**Retention of Copies:** Not Applicable**2 TRANSITORY CORRESPONDENCE**

Correspondence received/created by a state agency that is purely informational in nature, such as: letters of transmittal; letters of thanks; invitations and responses to invitations; notices of such employee activities as Christmas parties, softball games, etc.; replies to routine questions from other state agencies and/or the public.

Agency of Record: Creating Agency**Date Adopted:** 2/23/1993 **Obsolete or Current:** O **Disposal:** D**Retention of Record Copy:** 60 days**Retention of Copies:** Not Applicable**3 ALL OTHER STATE AGENCY CORRESPONDENCE**

File with related record series, or (if there is no related series) establish appropriate departmental retention schedule.

Agency of Record: Creating Agency**Date Adopted:** 2/23/1993 **Obsolete or Current:** O **Disposal:** D**Retention of Record Copy:****Retention of Copies:** Not Applicable**4 Freedom of Access Act Requests**

A written request for copies of Public Records.

That are in the custody of State Government or its Agencies.

Agency of Record: Creating Agency**Date Adopted:** 12/18/2009 **Obsolete or Current:** O **Disposal:** D**Retention of Record Copy:** 1 Yrs**Retention of Copies:** Not Applicable**Change:****1 COMMISSIONER/EXECUTIVE CORRESPONDENCE**

Incoming or outgoing correspondence in any media format of a commissioner or other governing official. Correspondence may pertain to the functions, policies, procedures or programs of an agency. The records will most often document executive decisions made regarding agency interests (not filed as part of another

approved record series). Note: Each department has the option of retaining its commissioner's correspondence on site for longer than 2 years.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** A
Retention of Record Copy: 2
Retention of Copies: Not Applicable

2 PROGRAM CORRESPONDENCE

Incoming and outgoing correspondence in any media format created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule. File with related record series, or (if there is no related series) establish appropriate departmental retention schedule.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: Variable (See Description)
Retention of Copies: Not Applicable

3 GENERAL CORRESPONDENCE

Incoming and outgoing correspondence in any media format to or from employees that are made or received in connection with the transaction of public business, **and that are not covered by a more specific records series.** Consists of routine correspondence of a general nature that are associated with administrative practices but that do not create policy or procedure, document the business of a particular program, or act as a receipt. Includes, but is not limited to: Requests for and provision of information/advice; Agency-initiated information/advice.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: 2
Retention of Copies: Not Applicable

4 TRANSITORY CORRESPONDENCE

Incoming and outgoing correspondence in any media format that is purely informational in nature, only documenting information of temporary, short-term value (normally would not need to be kept more than 30 days). These records would not be needed as evidence of a business transaction and not covered by a more specific records series. Includes, but is not limited to: miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency (notices of government events, employee meetings, etc.); letters of thanks; invitations and responses to invitations; ; basic information requests that require no special compilation or research (such as hours open); letters of transmittal that do not add any information to that contained in the transmitted material; and notices including memoranda and other records that do not serve as the basis of official actions, such as holiday notices, charity and fund appeals, etc.

Agency of Record: Creating Agency
Date Adopted: 6/4/2015 **Obsolete or Current:** C **Disposal:** D
Retention of Record Copy: Retain until no longer needed
Retention of Copies: Not Applicable

5 NON-BUSINESS RELATED CORRESPONDENCE

Nonbusiness Related Correspondence is correspondence in any media format that is not relevant to the conduct of agency business. Any correspondence not received or created in the course of state business, may be deleted immediately, since it is not an official record: the "Let's do lunch" (not a State-business lunch) or

"Can I catch a ride home" type of note. This would include spam or junk mail, personal messages, or unsolicited messages from coworkers such as jokes, news reports or announcements which are non-work related. Promotional material from vendors, and similar materials that are "publicly available" to anyone, would also not be considered official records unless specifically incorporated into a file for specific program purposes and reference needs.

Agency of Record:	Creating Agency		
Date Adopted:	6/4/2015	Obsolete or Current: C	Disposal: D
Retention of Record Copy:	Delete/destroy immediately		
Retention of Copies:	Not Applicable		

Rationale: There is so much email communication that it is very difficult for employees to know how to process and properly retain records. This has been an ongoing issue which will hopefully be alleviated by expanding on the descriptions of correspondence.

30. **Change – Add New Series**

General Schedule Number: 12 MINUTES OF MEETINGS

4 MINUTES AND FILES OF GENERAL OFFICE MEETINGS

Minutes, agendas and meeting files from office staff meetings, internal committees, and other internal meetings which meet to coordinate activities, work out problems, serve as sounding boards, or as vehicles for communication but where agency policy decisions are not coordinated.

Agency of Record:	Creating Agency		
Date Adopted:	6/4/2015	Obsolete or Current: C	Disposal: D
Retention of Record Copy:	2		
Retention of Copies:	n/a		

Rationale: We have had requests for this type of information before.

31. **Change - Add New Schedule and Series**

General Schedule Number: 17 FREEDOM OF ACCESS ACT

Series: 1 Freedom of Access Act Requests

(Description and other information from GS 13, Series 4 remains the same)

A written request for copies of Public Records that are in the custody of State Government or its Agencies.

Agency of Record:	Creating Agency		
Date Adopted:	6/4/2015	Obsolete or Current: C	Disposal: D
Retention of Record Copy:	1 Yrs		
Retention of Copies:	Not Applicable		

Rationale: FOAA should have its own heading and be moved from the Correspondence Schedule.